



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SACC SITE COORDINATOR

Job Title: **School Age Site Coordinator**

FLSA Status: Exempt

Reports to: Senior Program Director

Revision Date: 2/1/2018

POSITION SUMMARY:

The Site Coordinator is responsible for the nurturing and development of each child enrolled in the program as well as the supervision and management of the program site.

ESSENTIAL FUNCTIONS:

1. Provide a safe, happy and healthy environment by adhering to EEC regulations and Y policies regarding child safety and protection. .
2. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
3. Ensure family satisfaction by daily in person communication, as well as, phone calls and written communication as necessary.
4. Trains, develops, schedules and directs staff and volunteers per the needs of the program.
5. Reviews the staff performance and develops strategies that can motivate staff to achieve their goals.
6. Establishes new program activities and improve existing program.
7. Promote year round Educational Enrichment and Healthy Eating and Physical Activities (HEPA).
8. Develops and maintains collaborative relationships with other departments and local schools.
9. Monitors program budget (staff and supplies) to meet fiscal objectives.
10. Coordinates use of facilities for program activities and events.
11. Assists in YMCA fund raising activities and special events.
12. Models relationship-building skills (including Listen First) in all interactions.
13. Responds to parent/guardian inquiries and complaints in timely manner.
14. Assists with staff meetings and training.
15. Compiles program statistics (attendance, buses. Schools, etc.)

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Fulfillment of Department of Early Education and Care requirement under 102CMR 7.23 (2) (b).
3. Completion of YMCA certifications; within 60 days YMCA Child Care Staff Orientation and Child Abuse Prevention; within 3 months Principles of YMCA Child Care and Character Development; within 6 months Working with 5-9 year olds and Working with 10-14 year olds. YMCA School Age Director recommended.
4. Minimum of 20 hours of on-going training in early education and child care.
5. Minimum age requirement of 21.
6. Maintain current CPR and First Aid certifications.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations. Able to lift 25 lbs.

PROGRAM SPECIFIC DUTIES

School Age Child Care

- Schedules program staff in appropriate Units and tasks.
- Assists with parent/child orientation.
- Organizes and conducts training and meetings with Program Administrator.
- Creates Unit lists per enrollment forms.
- Develops enrichment activities and promotes Healthy Eating and Physical Activity.
- Develops and distributes activity and staff schedules.
- Purchases nutritional and program supplies.
- Organize school as well as pick up/drop off bus lists and staffing.
- Coordinates transportation needs and follows EEC's transportation guidelines.
- Transports and sets up equipment for games and practices.
- Monitors and purchases necessary sporting equipment.
- Maintains program equipment and recommends equipment/program supply purchases.

Send resume and cover letter to:

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